

GradeSpeed.NET 4.0 - Basic Teacher Training

Updated 3/17/08

Training Goals:

This training guide will equip teachers to enter grades, record attendance, create simple printed reports, and finalize their gradebook for progress report and/or report card printing. More advanced gradekeeping tools are explained in the "Advanced Teacher Training" manual.

This guide was developed using GradeSpeed.NET 4.0. Please keep in mind that while this manual was developed to help teachers perform all the tasks necessary to record grades and attendance and allow for reporting, there are many functions of GradeSpeed.NET 4.0 that cannot be covered in a brief training session. Please see the GradeSpeed.NET User Guide and <http://support.gradespeed.net> for further information.

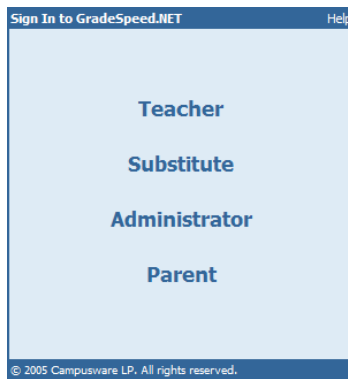
For technical support issues, teachers should always contact their school's technology support office. Campusware works closely with specific school personnel to correct any problems or to rectify training issues promptly, but cannot provide support directly to teachers.

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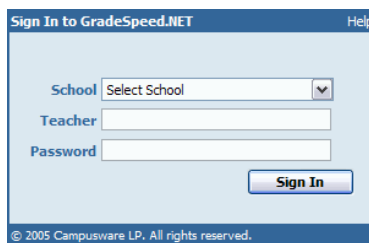
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Getting Started with GradeSpeed.NET 4.0:

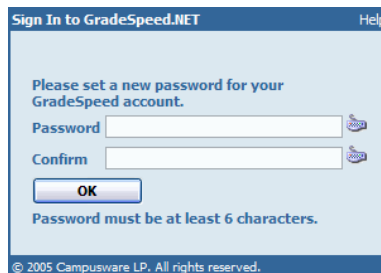
1. Open an internet browser and navigate to your school's GradeSpeed login page.



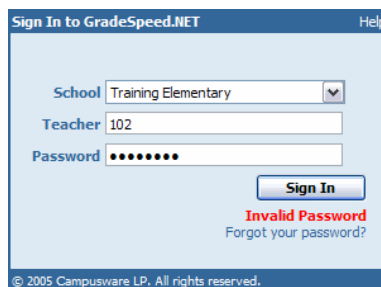
2. Select "Teacher." The following page will appear:



3. Select your campus and enter your teacher ID. Enter your password and click "Sign In." If your district has not provided you with a password, leave the password field blank and click "Sign In." You will be prompted to create a password for the system. Enter and confirm a password that conforms to the requirements listed at the bottom of the dialog box.



4. If, in the future, you enter an **invalid** password when logging in, you will be given the opportunity to recover your password by clicking the "Forgot your password" link. Your password may be emailed to you, or you may be prompted to create a new password (depending on district settings).



5. The **main gradebook page** will appear as shown below:

The screenshot shows the GradeSpeed By Campusware interface in Microsoft Internet Explorer. The top menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the menu bar is a navigation bar with icons for Categories, Assignments, Grades, Progress Reports, Reports, Cumulative Grades, Attendance, Seating Chart, Verify Gradebook, Lesson Plans, and Discipline. The main content area displays the Class: HR WKHABIT GR 3 (7003/2) Pd 1. A table lists students and their average scores. The sidebar on the left contains links for Help, HR WKHABIT GR 3, Teachers, School, Semester, From, To, Export Roster, Course Requests, Student List, Lock, and Sign Out. The bottom status bar shows Seating Chart and Local intranet.

Student	Avg
Barber, Douglas A	-
Brunner, Alan M	-
Cisney, Andrew G	-
Colose, Anthony S	-
Giese, Kenneth R	-
Greer, Norman	-
Hicks, William C	-
Hurley, Alfred M	-
Ingles, James T	-
Johnson, Kenneth P	-
Langley, James	-
Leslie, James S	-
Lewis, William J	-
Lonker, Joseph S	-
McGuire, Paul	-
Oliver, Robert K	-
Parritt, Harold C	-
Pruitt, Jacqueline M	-
Raines, Ruth N	-
Smith, Phyllis N	-
Turner, Ronald L	-

Total Students : 21 Changes since last update : 0

Note that the courses and students are already entered. This information comes over from the school's **student information system (SIS)**. Any changes to this data must be handled in the **SIS** first, and then imported into GradeSpeed.

The class rosters, for example, are downloaded from the campus-wide database. While these rosters provide valuable information, they are **not** available for editing. Roster and schedule uploads will be done by the system administrators as needed— teachers do not have to do anything to update student and course info in their gradebooks.

Active and new students will appear in alphabetical order, while withdrawn or dropped students will appear at the bottom of the student list. Dropped students will have a "(D)" next to their names, while withdrawn students will be marked with a "(W)."

Navigating the Gradebook:

1. GradeSpeed's key features can be accessed from the toolbar across the top of the page. This toolbar remains visible throughout the gradebook to allow easy access.



You can manage categories and weights for assignments via the "Categories" icon. You can also determine how grades are averaged, dropped, or color-coded on the gradebook. These parameters may be set up by district staff, and may or may not be open for editing by teachers.



Once categories have been set up, teachers can create "Assignments." This icon allows teachers to manage existing assignments or create new ones.



The "Grades" icon simply represents the main gradebook page.



Teachers can produce "Progress Reports" for the students in their classes that can include district-defined and teacher-defined comments.



Teachers can also produce a number of additional reports on their students via the "Reports" icon.



The "Cumulative Grades" page allows teachers to view cycle, semester, and overall grades at a glance.



Teachers can take "Attendance" using a simple online interface.



The web-based "Seating Chart" allows teachers to manage their classroom seating arrangement and take attendance.



Teachers can "Verify" their gradebooks at the end of each grading period. This tool allows you to review and override grades before locking your gradebook for the cycle. Once you verify your gradebook, you will not be able to enter grades for the cycle until your campus administrators clear the verification setting.



Each teacher can set up a "Lesson Plans" account.



If your school uses Campusware's "Discipline" module, this icon will link you to an incident reporting tool.

Several other options are available just below the toolbar. These features allow you to control the way your gradebook displays assignment information.



Class: HR, WKHABIT GR 3 (7003/2) Pd 1 ☒ Enter Moves Down ☒ All Assignments Cycle: 1

To switch between courses, use the “Class” drop-down list.

The “Enter Moves Down” check box can be used to determine whether pressing “enter” moves the cursor down to the next row, or over to the next column.

The “All Assignments” check box can be used to switch between displaying all assignments at once, or allowing the user to scroll through multiple pages of assignments.

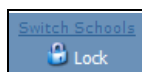
The “Update” and “Cancel” buttons are used to save or discard changes made to individual grades in the gradebook.

Teachers can change the current grading cycle using the “Cycle” drop-down list. Cycles other than the current cycle may be locked by the administration.

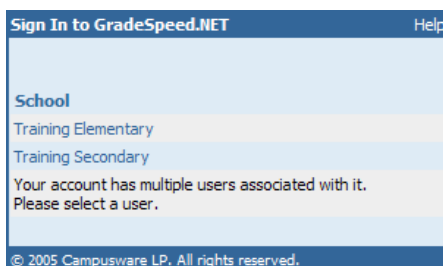


To secure the gradebook when you get up from your desk, click “Lock” on the left side of the page. You will be required to re-enter your password before you can view or enter grades again.

If you have more than one gradebook account – if you teach at more than one campus, for example – you will have a link called “Switch Schools” displayed immediately above the “Lock” tool.



Click “Switch Schools” to select the alternate account.



Sign In to GradeSpeed.NET Help

School

Training Elementary

Training Secondary

Your account has multiple users associated with it.
Please select a user.

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Managing the Gradebook:

2. To modify your **Teacher Preferences**, click your name on the left side of the page.



The teacher profile can be used to manage teacher information, control the way student data is displayed on the main gradebook page, and create custom fields for tracking student information. Use the "View" drop-down list to switch between **User Profile** options, and **Display Student Fields**.

A screenshot of the Teacher Preferences form. At the top, there is a "View:" dropdown menu set to "User Profile", and three buttons: "Update", "Cancel", and "Apply". To the right of these buttons are two links: "Create Custom Fields" and "Change Password". The form contains several sections: "Teacher's Email:" with the value "aabett@texasschoolteacher.com"; "Conference Period:" with an empty text field; "Minimum passing grade:" with the value "70" and a checked checkbox for "Displaying failing Grades in Red"; "Gradebook Attendance Total Column (Choose up to 3)" with three rows of checkboxes for "Abs. this Cyc.", "Abs. this Sem.", "Abs. this Yr.", "Tardies this Cyc.", "Tardies this Sem.", and "Tardies this Yr."; an unchecked checkbox for "Include Attendance entered by other teachers."; "Semester Exam Weight:" with the value "14.7"; "Maximum Retake Grade:" with the value "90" and a "%" symbol; "Retake Behavior:" with a dropdown menu set to "Highest"; and "Startup Page:" with a dropdown menu set to "Gradebook".

You can enter your own "Email" and "Conference Period" if this information is not automatically loaded. The district may also set a "Minimum Passing Grade" or "Semester Exam Weight." If your email address is not entered here, you will not be able to create a **Lesson Plans** account. This email address also allows parents to contact you through **ParentConnection** (if the parent module is used at your school).

The **Maximum Retake Grade** limits the score a student can receive if a retake grade has been entered for that student. The **Retake Behavior** setting determines how the system will calculate retake grades.

A screenshot of the "Retake Behavior" dropdown menu. The menu is open, showing three options: "Highest", "Average", and "Average of 2 highest". The "Average" option is currently selected and highlighted in blue.

You can also choose whether you want to view the gradebook, attendance page, or "Grades by Student" page when you first log in.

A screenshot of the "Startup Page" dropdown menu. The menu is open, showing three options: "Gradebook", "Attendance", and "Grade by Student". The "Attendance" option is currently selected and highlighted in blue.

<div> <div>?</div> <div>Help</div> </div> <div> <div>HR WKHABIT GR 3</div> <div>ID: 7003</div> <div>Section: 2</div> <div>Period: 1</div> <div>Group: 1</div> </div> <div> <div>Teacher:</div> <div>Amsel, S</div> </div> <div> <div>School:</div> <div>1st Elementary School</div> </div> <div> <div>Columns</div> <div>Refresh</div> <div> <input checked="" type="checkbox"/> Field Trip <input checked="" type="checkbox"/> Permission Slip <input type="checkbox"/> Picture Money <input type="checkbox"/> Registration Cards </div> </div>	<div> <div>Class:</div> <div>HR WKHABIT GR 3 (7003/2) Pd 1</div> <div>Update</div> </div>									
	Students									
	ID	Last	First	Grade	Birth Date				Field Trip	Permission Slip
	200305	Colose	Anthony	03	06/25/1996	[Profile]	[Grades]	[Schedule]	Yes	Yes
	200406	Ingles	James	03	02/04/1997	[Profile]	[Grades]	[Schedule]	No	No
	200410	Hicks	William	03	07/16/1997	[Profile]	[Grades]	[Schedule]	Yes	Yes
	200458	Greer	Norman	03	07/24/1997	[Profile]	[Grades]	[Schedule]	Yes	Yes
	200492	Cisney	Andrew	03	02/18/1997	[Profile]	[Grades]	[Schedule]	No	Yes
	200546	Brunner	Alan	03	03/07/1997	[Profile]	[Grades]	[Schedule]	Yes	Yes
	200579	Giese	Kenneth	03	03/13/1997	[Profile]	[Grades]	[Schedule]	Yes	Yes
	200581	Oliver	Robert	03	07/24/1997	[Profile]	[Grades]	[Schedule]	Yes	Yes
	200669	Leslie	James	03	09/02/1996	[Profile]	[Grades]	[Schedule]	Yes	Yes
	200713	Langley	James	03	03/18/1997	[Profile]	[Grades]	[Schedule]	No	No
	200768	Smith	Phyllis	03	10/24/1996	[Profile]	[Grades]	[Schedule]	Yes	Yes
	200812	Raines	Ruth	03	11/01/1996	[Profile]	[Grades]	[Schedule]	Yes	Yes
	201096	Pruitt	Jacqueline	03	08/07/1996	[Profile]	[Grades]	[Schedule]	Yes	Yes

The page will be rearranged as necessary to allow the selected fields to appear. You can make appropriate entries into these fields, and click "Update" to save your changes. To remove a field from the display, un-check it on the left, then click "Refresh." Any entries you may have made to those fields will be saved, even while the field is hidden.

Display Student Fields:

3. To modify the information that is displayed for students in the gradebook, attendance page, and seating chart, change the view on the "Teacher Preferences" page to "Display Student Fields."

View: Display Student Fields

Please select the fields you would like to display for a student in the mode selected below.

Mode

Gradebook

☒ Student Name (Full)
 ☐ Student Name (Short)
 ☒ Student ID
 ☐ Grade Level
 ☐ Student Characteristics
 ☐ Sub-School
 ☐ Hide Inactive Students.

Sort Order

Please select the order you would like these fields to appear.

Grade Level

Student Name

Student ID

Student Characteristics

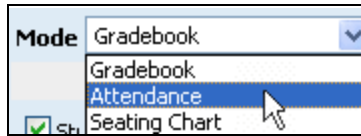
Sub-School

Move Up

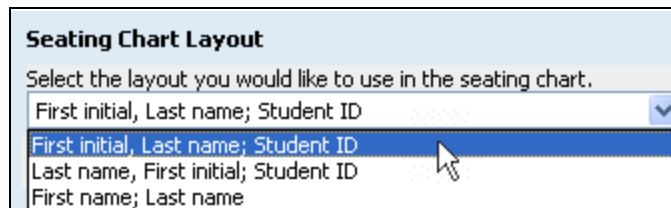
Move Down

Select the student information that will be displayed on the main gradebook page using the check boxes on the left. Indicate the order in which this information should appear by ordering the selections at the bottom using the "Move Up" and "Move Down" buttons.

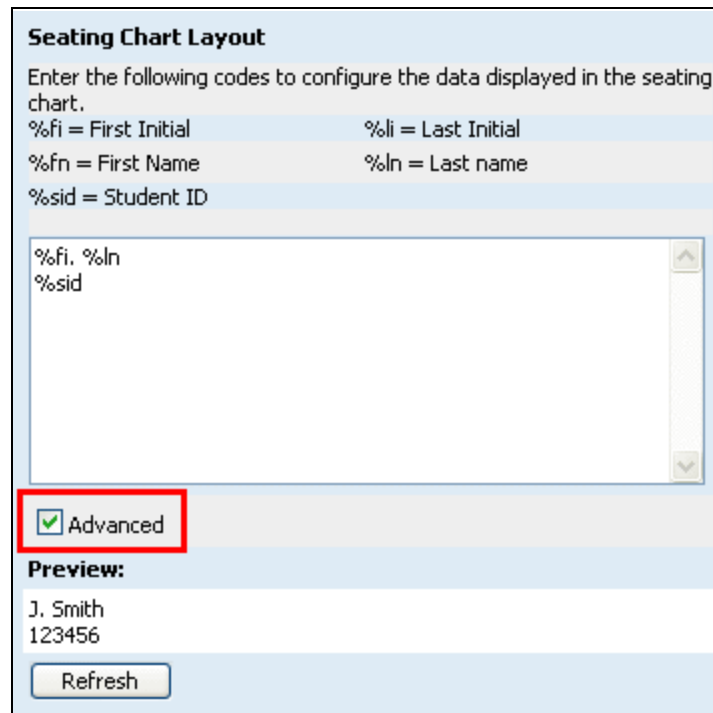
This information can be customized for "Gradebook," "Attendance," and "Seating Chart" modes.



The "Seating Chart" mode is customized using the options available in the layout drop-down list:



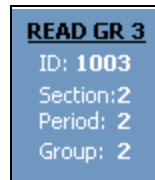
The "Seating Chart" mode can also be customized using the "Advanced" features.



To save changes, click "Apply" or click "OK" to save changes and return to the main gradebook page.

Managing Courses:

3. To view or edit course information, click the current course title on the left side of the page.



The “Course Maintenance” page will appear.

A screenshot of a web form titled "Course Maintenance". At the top, there is a dropdown menu labeled "Class:" with the text "READ GR 3 (1003/2) Period 2" and a downward arrow. To the right of the dropdown are three buttons: "Update", "Cancel", and "Spell Check". Below the dropdown, the form has several input fields: "Course:" with "READ GR 3", "ID:" with "1003", "Section:" with "2", "Period:" with "2", "Group:" with "2", "Alt. Class Name:" (empty), "Teacher:" with "7095", and "Alt. Teacher:" with a dropdown arrow. Below these fields are two sections: "General Information:" with a text area and "Policies:" with a text area. Both text areas have up and down arrows on the right side.

Most of the fields on the “Course Maintenance” page are unavailable for editing by teachers. Those fields are pulled automatically from the SIS. However, the “Group” field allows you to group like classes together so that if you add one assignment to one class, the assignment will be copied to all other classes in that group. GradeSpeed will automatically group courses with similar course names.

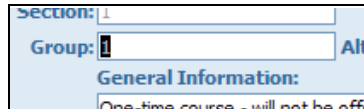
The “General Information” and “Policies” text fields are also available for editing. This is where you can specify any notes or policies that will be enforced within that particular class. You may also specify an alternate class name in the “Alt. Class Name” field. To save changes, click “Update.” To cancel all changes, click “Cancel.” Click the “Spell Check” button to check all fields for spelling errors.

A screenshot of the same "Course Maintenance" form as above, but with sample text entered in the "General Information" and "Policies" text areas. The "General Information" text area contains the text: "This is a one-time course that will not be offered next year." The "Policies" text area contains the text: "absences. Tests are worth 50% of the overall grade, quizzes 25%, homework another 25%."

To edit a different course, select the course from the “Class” drop-down list at the top.

Grouping Courses:

4. Many teachers have two or more classes that will be given the same assignments. This is especially true for secondary teachers, who often teach multiple sections of the same course. GradeSpeed.NET allows you to group these courses together so that when you add an assignment to one of them, it is automatically added to the other courses in the group – this saves you from having to do “double-work.”
5. To create course groups, go to the “Course Maintenance” page. You will notice that the “Group” field is open for editing.

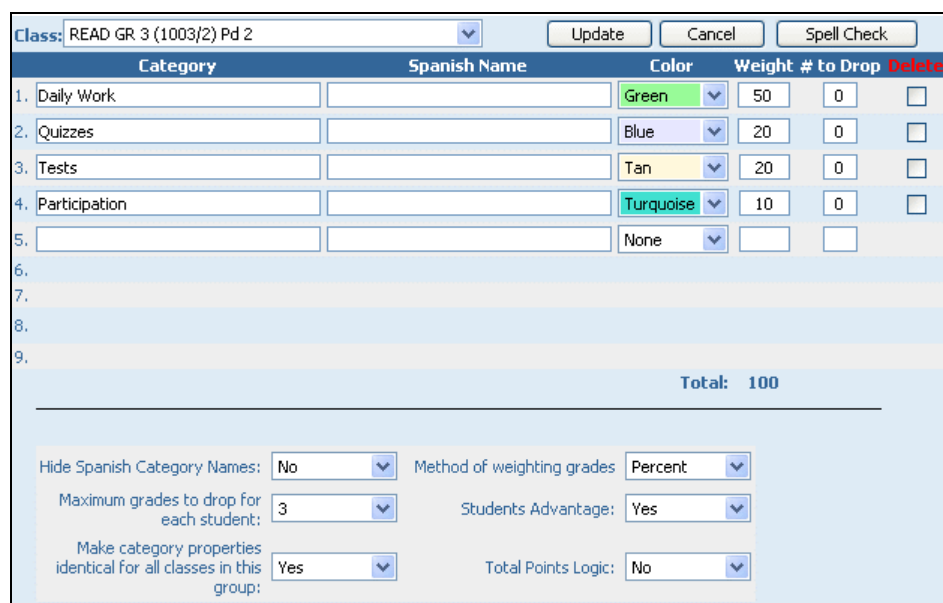


The screenshot shows a web form with a light blue background. At the top, there is a label 'Section:' followed by a text input field. Below this is a label 'Group:' followed by a text input field and a small 'Alt' button to its right. Underneath the 'Group' field is a section header 'General Information:' in blue text. At the bottom of the visible form area, there is a red text warning: 'One-time course - will not be offe'.

Any courses that should be grouped together should be assigned the same group number. For example, if you have two math classes that will be given the same assignments, you could set the group number to “2” for both classes. Then, if you add an assignment to one of these classes, the assignment would be automatically added to the other class as well.

Categories:

- Categories allow you to weight your grades consistently, and in compliance with district or school policies. Click "Categories" on the gradebook taskbar.

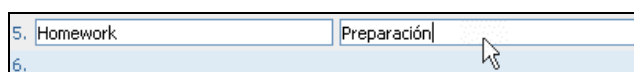


	Category	Spanish Name	Color	Weight	# to Drop	Deleted
1.	Daily Work		Green	50	0	<input type="checkbox"/>
2.	Quizzes		Blue	20	0	<input type="checkbox"/>
3.	Tests		Tan	20	0	<input type="checkbox"/>
4.	Participation		Turquoise	10	0	<input type="checkbox"/>
5.			None			
6.						
7.						
8.						
9.						
				Total: 100		

Hide Spanish Category Names: Method of weighting grades:
 Maximum grades to drop for each student: Students Advantage:
 Make category properties identical for all classes in this group: Total Points Logic:

You may log in and find that you already have categories set up. If this is the case, your district or school staff has pre-set categories for all the teachers. This can be done in one of two ways. They may load categories for you as guidelines, but allow you to make changes to them. Or they may choose to "lock down" the category settings so that you cannot change them (this second option is often used in schools with standardized category weights). Other advanced grading options can be found toward the bottom of the page.

To create a new category, enter the category name in the open field in the "Category" column, and the Spanish name (if necessary) in the open field in the "Spanish Name" column.



5.	Homework	Preparación
6.		

You can then select a color for the category using the "Color" drop-down list. This will help you distinguish between assignments on the main gradebook page.



None
 Green
 Red
 Blue
 Gold
 Tan
 Gray
 Turquoise

Next, assign a weight to the category, and indicate if any grades should be dropped from this category. As will be noted below, a maximum of three grades can be dropped from all categories combined.

or	Weight # to Drop	Drop
<input type="checkbox"/>	50	0
<input type="checkbox"/>	20	0
<input type="checkbox"/>	20	0
<input type="checkbox"/>	10	0
<input type="checkbox"/>		

If you are weighting categories as percentages, the total weight of all categories must equal 100%. Also note that you can delete categories – however, if you delete a category, *all assignments belonging to that category will also be deleted*. Be careful!

Other Grading Options:

- You can decide how grades will be calculated within your gradebook using the options found toward the bottom of the “Categories” page.

Hide Spanish Category Names:	<input type="button" value="No"/>	Method of weighting grades:	<input type="button" value="Percent"/>
Maximum grades to drop for each student:	<input type="button" value="3"/>	Students Advantage:	<input type="button" value="Yes"/>
Make category properties identical for all classes in this group:	<input type="button" value="Yes"/>	Total Points Logic:	<input type="button" value="No"/>

- The “Hide Spanish Category Names” drop-down box is used to indicate whether the Spanish category names will be displayed on the “Categories” page.
- Set the maximum number of grades that can be dropped for each student. When setting up your categories, you indicated how many grades could be dropped from each. If the total number of drop-able grades from all categories exceeds the setting in this drop-down list, the lowest grades out of every category will be considered.
- Any classes that are grouped together with the class group number can share category properties as well as assignments – use the “Make category properties identical...” drop-down box to adjust this setting.
- The “Percent” weighting method, which is also mentioned on the bottom of page 13, allows you to weigh your categories so that the average of each category is worth a particular percentage of the student’s grade. If the percent method is used, all category percentages must add up to 100%.
- The “Multiple” weighting method allows you to weigh each category as a multiple. For example, my homework grades might be weighed at “1” but my test grades were weighted at “4” – this would mean my test grades will weigh four times more heavily than my homework grades.
- To drop the grades that result in the highest possible average for the student, use the “Student’s Advantage” option. “Student’s Advantage” may drop grades that are not the numerically lowest, but that, because of the weight of their category, have the greatest impact on the student’s grade. For example, if a student’s average is a “90”, and the student received a “70” for an assignment in a category weighted at 10%, and a “71” in a category weighted at 60%, the “Student’s Advantage” method would drop the “71” because the lightly-weighted “70” will not decrease the student’s average as much as the heavily-weighted “71” would have.
- “Total Points Logic” allows you to record raw scores for assignments with “possible points” values other than 100. This setting should NOT be toggled off and on while grades are being recorded, as it can result in confusing and invalid grade entries.

Click "Apply" to save any changes that you may have made to the categories or grade settings. Click "OK" to save changes and return to the main gradebook page. Click "Cancel" to discard your changes and return to the main gradebook page.

Managing Assignments:

- To create a new assignment, click "Assignments" on the taskbar at the top of the page. If this is the first assignment you have created, you will be taken directly to the assignment creation page. If you have created assignments already, you will be taken to an assignment list. If no categories have been defined yet, you will automatically be forwarded to the Categories page before any assignments can be created.

Class: HR WKHABIT GR 3 (7003/1) Pd 1		Add New	
Assigned	Due	Assignment	Category
Aug-13	Aug-14	Homework Chapter 1	Homework
Aug-13	Aug-14	Quiz Chapter 1	Quizzes
Aug-13	Aug-14	Test Chapter 1	Tests
Aug-14	Aug-15	Homework Chapter 2	Homework
Aug-14	Aug-15	Quiz Chapter 2	Quizzes
Aug-14	Aug-15	Test Chapter 2	Tests
Aug-14	Aug-15	Homework Chapter 3	Homework

From the assignment list page, click "Add New" to create a new assignment. If you wish to edit an existing assignment, click "Edit" next to the appropriate assignment. You may also input assignments by grade by clicking the "Grade" link.

Once you click "Add New," the "Assignment Maintenance" page will appear:

Assignment Maintenance

☒ Assignment
 ☐ Rubric
 ☐ Rubric Task

Assignment:

Assigned: ... Due: ...

Points Possible:

Multiplier:

Type:

Category:

Reporting Category:

Grade Conversion:

Description:

Hide Spanish Assignment Names ☒

Default Grade:

You must first use the radio buttons at the top to decide whether you will create an "Assignment" or begin setting up a "Rubric." Rubrics are discussed in depth in the "Advanced Teacher Training" session.

Enter the assignment name and the Spanish assignment name, if desired. Like the "Categories" page, this page allows you to toggle whether the Spanish name is displayed. Use the checkbox at the bottom of the page to toggle the Spanish assignment name on and off.

Hide Spanish Assignment Names ☒

To set the “assigned” and “due” dates for the assignment, click the ellipses next to the date fields and select the appropriate date using the calendar that appears. You can also enter the date using the keyboard if you wish.

If the assignment will not be worth 100 points (the default value), change the “Points Possible” field to reflect the maximum number of points a student could potentially earn for the assignment. This is especially important if the “Total Points Logic,” or raw score, method is used (the “Total Points Logic” option is discussed under “Categories”).

Points Possible:

Set the assignment “Type” using the drop-down list.

Type:

Category:

Reporting Category:

Grade:

Conversion:

The “Semester Exam” and “Final Exam” options should only be used if these exam grades will be entered into the gradebook as assignments. The “Extra Credit” options can be used to create an assignment that will add points to a student’s cycle average (“Applied to Average”), or to the average of the specific category that the assignment is placed in (“Applied to Category”).

To place an assignment in a specific category, select the appropriate category from the drop-down list.

Category:

Reporting Category:

Grade:

Conversion:

The “Reporting Category” helps you control how grades are displayed on a student’s report card – this feature will be covered in depth in the “Advanced Teacher Training Guide.”

If necessary, you can enter a “Description” for the assignment. If you need to include any notes or explanations, enter them in this text box.

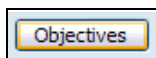
Description:

On the bottom of the page, note that you can enter a default grade. This grade will automatically appear for each student when you return to the gradebook. This is especially helpful if you expect all or most students to earn the same grade; for example, on a reading assignment.

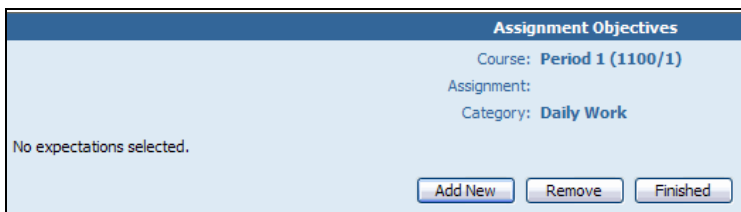
Default Grade:

Adding Objectives to Assignments:

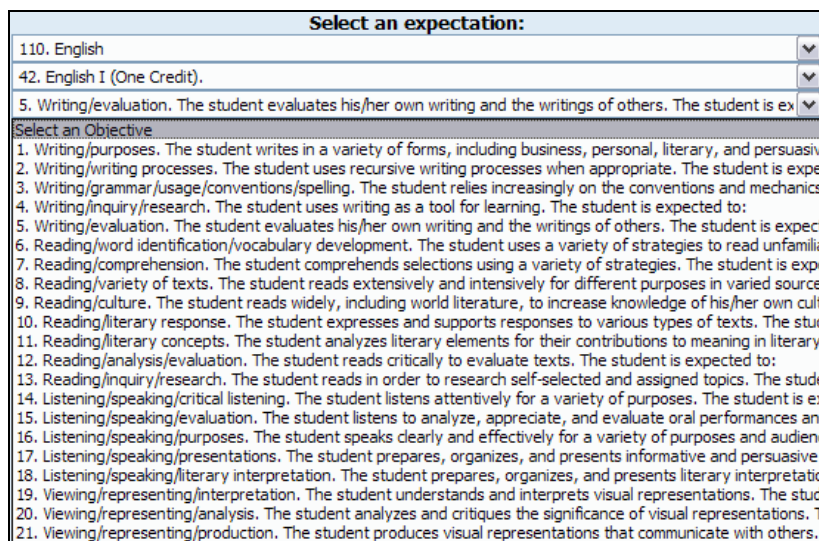
9. GradeSpeed allows you to associate specific state standards with each assignment. To do this, click "Objectives" out to the right of the Assignment Maintenance page.



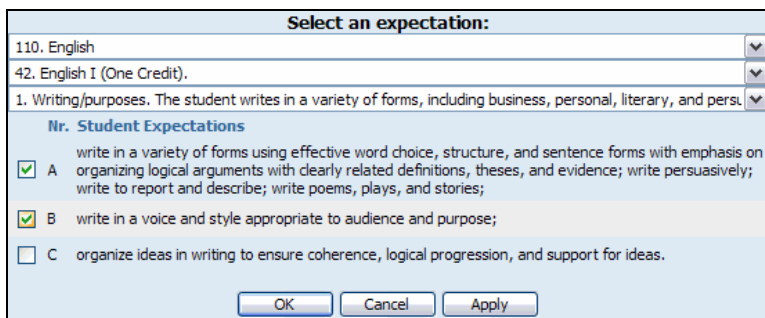
A new window will pop up. Click "Add New" to associate new expectations with the current assignment.

A window titled "Assignment Objectives" with a blue header. It displays "Course: Period 1 (1100/1)", "Assignment:", and "Category: Daily Work". Below this, it says "No expectations selected." At the bottom are three buttons: "Add New", "Remove", and "Finished".

Use the drop-down lists to select the appropriate subject area, course, and objective. Note: since each state handles standards differently, your standards database may be organized slightly differently than the one shown here.

A window titled "Select an expectation:" with three drop-down menus. The first menu shows "110. English", the second "42. English I (One Credit).", and the third "5. Writing/evaluation. The student evaluates his/her own writing and the writings of others. The student is expected to:". Below the menus is a list of 21 numbered expectations. The first one, "1. Writing/purposes. The student writes in a variety of forms, including business, personal, literary, and persuasive writing processes. The student uses recursive writing processes when appropriate. The student is expected to:", is highlighted.

Once you have selected the objective, you can check off the desired expectations.

A window titled "Select an expectation:" with three drop-down menus. The first menu shows "110. English", the second "42. English I (One Credit).", and the third "1. Writing/purposes. The student writes in a variety of forms, including business, personal, literary, and persuasive writing processes. The student uses recursive writing processes when appropriate. The student is expected to:". Below the menus is a section titled "Nr. Student Expectations" with three checkboxes: "A write in a variety of forms using effective word choice, structure, and sentence forms with emphasis on organizing logical arguments with clearly related definitions, theses, and evidence; write persuasively; write to report and describe; write poems, plays, and stories;" (checked), "B write in a voice and style appropriate to audience and purpose;" (checked), and "C organize ideas in writing to ensure coherence, logical progression, and support for ideas." (unchecked). At the bottom are three buttons: "OK", "Cancel", and "Apply".

Click "Apply" to save the selected expectations and add other expectations from another objective. Click "OK" to save the expectations and view all the selected standards for this assignment. Click "Cancel" to discard all changes and view all the selected standards for this assignment.

110. English
42. English I (One Credit).

1. Writing/purposes. The student writes in a variety of forms, including business, personal, literary, and persuasive texts, for various audiences and purposes. The student is expected to:

☐ A. write in a variety of forms using effective word choice, structure, and sentence forms with emphasis on organizing logical arguments with clearly related definitions, theses, and evidence; write persuasively; write to report and describe; write poems, plays, and stories;

☐ B. write in a voice and style appropriate to audience and purpose;

4. Writing/inquiry/research. The student uses writing as a tool for learning. The student is expected to:

☐ B. use writing to discover, organize, and support what is known and what needs to be learned about a topic;

☐ D. represent information in a variety of ways such as graphics, conceptual maps, and learning logs;

☐ E. use writing as a study tool to clarify and remember information;

☐ F. compile written ideas and representations into reports, summaries, or other formats and draw conclusions;

9. Reading/culture. The student reads widely, including world literature, to increase knowledge of his/her own culture, the culture of others, and the common elements across cultures. The student is expected to:

☐ B. compare text events with his/her own and other readers' experiences.

To add more expectations, click "Add New." To remove an expectation, check the box next to it and click "Remove." To return to the assignment page, click "Finished."

When you click "Finished," you'll see that the objectives that you just selected are shown on the right side of the assignment page.

☒ Assignment
 ☐ Rubric
 ☐ Rubric Task

Standards -

Assignment: **110. English**

Spanish Name:

6/1/2006 Due: 6/2/2006

You can click the plus signs or use the left/right arrow images to expand the view and display all the available information.

Assignment Maintenance

☒ Assignment
 ☐ Rubric
 ☐ Rubric Task

Assignment:

Spanish Name:

6/1/2006 Due: 6/2/2006

Points Possible:

Multiplier:

Type:

Category:

Reporting Category:

Description:

Standards -

☒ **110. English**

☒ **42. English I (One Credit).**

☒ **1. Writing/purposes.** The student writes in a variety of forms, including business, personal, literary persuasive texts, for various audiences and purposes. The student is expected to:

☒ A. write in a variety of forms using effective word choice, structure, and sentence form emphasis on organizing logical arguments with clearly related definitions, theses, and evidence persuasively; write to report and describe; write poems, plays, and stories;

☒ B. write in a voice and style appropriate to audience and purpose;

☐ **4. Writing/inquiry/research.** The student uses writing as a tool for learning. The student is expected to:

☒ B. use writing to discover, organize, and support what is known and what needs to be learned about a topic;

☒ D. represent information in a variety of ways such as graphics, conceptual maps, and learning logs;

☒ E. use writing as a study tool to clarify and remember information;

☒ F. compile written ideas and representations into reports, summaries, or other formats and draw conclusions;

☐ **9. Reading/culture.** The student reads widely, including world literature, to increase knowledge of his/her own culture, the culture of others, and the common elements across cultures. The student is expected to:

☒ B. compare text events with his/her own and other readers' experiences.

Once all your information has been entered for an assignment – objectives, types, categories, etc – you can click "Add" to save the assignment to your gradebook. The "Add" button will save the assignment, but leave you on the assignment page so you can create multiple assignments at once. When you are done adding assignments, click "Finished." Note: there is a spell-check option on this page! Simply click the "Spell Check" button to have GradeSpeed review all entered fields for spelling errors.

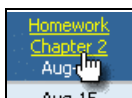
Editing an Assignment:

10. Editing an assignment is, for the most part, just like creating one. There are a couple of notable differences, however. There are two ways to access an assignment for editing.

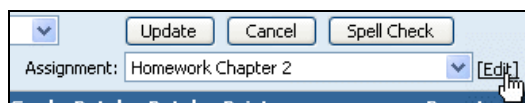
The first is to click "Assignments" on the gradebook taskbar. Click "Edit" next to the desired assignment on this "assignment list" page.

Assigned	Due	Assignment	Category		
Aug-13	Aug-14	Homework Chapter 1	Homework	[Edit]	[Grade]
Aug-13	Aug-14	Quiz Chapter 1	Quizzes	[Edit]	[Grade]
Aug-13	Aug-14	Test Chapter 1	Tests	[Edit]	[Grade]

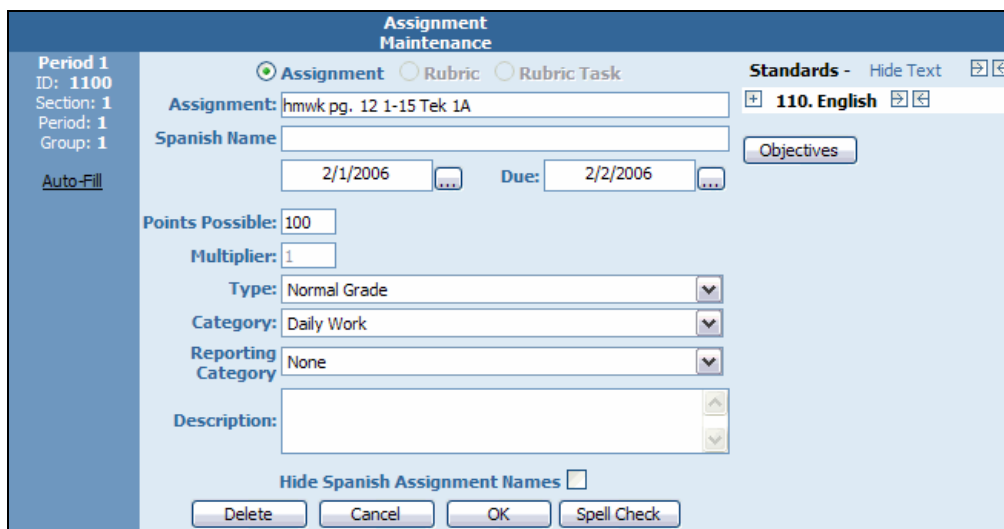
The other option is to click on the desired assignment title in the gradebook.



You can then click "Edit" next to the assignment title on the "Grades by Assignment" page that will appear.



Using either of these methods, you will see the "Assignment Maintenance" page.



Assignment Maintenance

☒ Assignment ☐ Rubric ☐ Rubric Task

Standards - Hide Text

Assignment: hmwk pg. 12 1-15 Tek 1A

Spanish Name

2/1/2006 Due: 2/2/2006

Points Possible: 100

Multiplier: 1

Type: Normal Grade

Category: Daily Work

Reporting Category: None

Description:

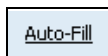
Hide Spanish Assignment Names ☐

Delete Cancel OK Spell Check

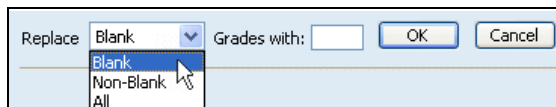
You can use the "Assignment Maintenance" page to make changes to any of the assignment information, just as you did when you created the assignment. On this page, however, you have the option to "Delete" the assignment using the button at the bottom of the page. If you delete this assignment, you will lose any grades that you have entered for it on the main gradebook page. Be careful!

You will recall that when creating an assignment, you had the option of assigning a "default grade" that would automatically be entered for all students. Once the assignment has been created, you can go back and enter an "Auto-fill" value that the system will enter into all blank grade cells for the current assignment.

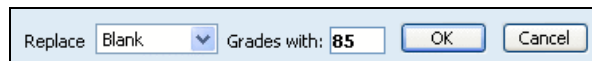
To "Auto-fill student grades with a desired amount, click the link near the bottom of the "Assignment Maintenance" page.



You will then see options to replace "Blank," "Non-Blank," or "All" grades. Choose using the drop-down list.

A dialog box with a light blue background. On the left, the word "Replace" is followed by a drop-down menu currently showing "Blank". The menu is open, showing three options: "Blank", "Non-Blank", and "All". A mouse cursor is pointing at the "Non-Blank" option. To the right of the menu is the text "Grades with:" followed by an empty text input field. Further right are two buttons: "OK" and "Cancel".

Then, enter the grade value that should replace the grades you have selected.

A dialog box similar to the one above. The "Replace" drop-down menu is still set to "Blank". The "Grades with:" text input field now contains the number "85". The "OK" and "Cancel" buttons are still present to the right.

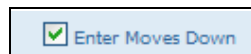
As an example, you might choose to replace all "Blank" grades with "100." In this situation, any students who currently have a "blank" grade for the current assignment will receive a 100.

Entering Grades for Assignments:

11. Once you have created some assignments, you are ready to begin entering grades for students. Navigating the main gradebook page is easy – use the arrow keys or the mouse to select a cell, and enter a grade using the keyboard.

Student	Att Avg		Homework Chapter 1 Aug-13
	Due:		Aug-14
	Points Possible		100
Aper, William D	0-0	86.79	100
Babb, Franklin A	0-0	83.59	90
Boyle, Neil L	0-0	90.41	100

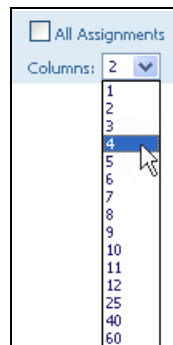
You can also use the check box labeled “Enter moves down” at the top of the page – this check box allows you to decide whether the “Enter” and “Tab” keys will move the cursor **across** to the next assignment in the row, or **down** to the next student in the column.



Once you have created lots of assignments, you may find it easier to divide them into “pages” rather than scroll far to the right to access the newest grades. To do this, uncheck the box labeled “All Assignments.” You will notice that when this box is unchecked, there is a new control that allows you to scroll from page to page.



You can also control the number of assignment columns that will be displayed on each page using the “Columns” drop-down list.



To enter a grade as “missing,” enter “Msg” in the grade cell. Missing Grades will be calculated as a “zero”. To enter a grade as “excused,” enter “Exc” in the grade cell. This will be calculated as a blank grade, and will not affect the student’s average. To enter a grade as “incomplete,” enter “Inc” in the grade cell. This will also be calculated as a blank grade, and will not affect the student’s average.

Advanced Grade Modifications:

12. You can enter additional information for each assignment given to a particular student. To enter **Grades By Student**, click the student's average on the left side of the main gradebook page. The "Grades by Student" page will appear.

? Help HR WKHABIT GR 3 ID: 7003 Section: 1 Period: 1 Group: 1 Teacher: Alexander, S School: 1st Elementary School Semester: 1 Cycle: 1 From: Aug-10 2007 To: Sep-28 2007 Calculated Grades Cycle Avg: 85.13 Sem. Avg: 85 Overridden Grades Cycle Avg: <input type="text"/>		Class: HR WKHABIT GR 3 (7003/1) Pd 1 View: Grades Student: Raub, William Student ID: 200088 Grade: 03	Update Cancel Spell Check	<table border="1"> <thead> <tr> <th>Assignment</th> <th>Category</th> <th>Assigned</th> <th>Due</th> <th>Points Possible</th> <th>Score</th> <th>Original Grade</th> <th>1st Retake</th> <th>2nd Retake</th> <th>Points Added</th> <th>Override Grade</th> <th>Late</th> <th>Do not drop</th> <th>Note</th> <th>Print Note</th> </tr> </thead> <tbody> <tr> <td>Homework Chapter 1</td> <td>Homework</td> <td>Aug-13</td> <td>Aug-14</td> <td>100</td> <td>85</td> <td>85</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Quiz Chapter 1</td> <td>Quizzes</td> <td>Aug-13</td> <td>Aug-14</td> <td>100</td> 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Homework Chapter 5	Homework	Aug-14	Aug-15	100	100	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>																																																																																																																																																																																																								

This page allows you to enter grade modifications, notes, and special indicators for each assignment for the student you selected. You can change students using the drop-down list at the top center of the page.

Note that the original grade will be preserved, even when you enter retake grades, add points, or override the student's grade. This allows you to track a student's progress through an individual assignment, and gives you a complete record of all grade assigned.

Score	Original Grade (1st Try)	1st Retake	2nd Retake	Points Added	Override Grade
93	93	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Be sure to "Update" as you make changes, and watch the "Score" column change as you add points or enter newer grades. Also, note the check boxes that allow you to mark an assignment late, or make it ineligible to be dropped, or just add a note explaining the situation with the assignment. Check the "Print Note" box to have this note printed next to the assignment grade on the student's progress reports.

Late	Do not drop	Note	Print Note
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

Once you have entered the grade modifications for a student, click "Update" and then "Return" to the main gradebook page. You will see that your modifications have been applied, and that the grade will now have several codes surrounding it – each one explains the modification that was made.

A	70	L
NX		R2

The "A" tells you that points were added to the grade.

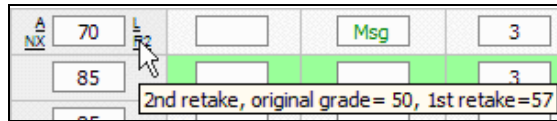
The "N" tells you that a note is attached to the grade.

The "X" means that this grade will not be dropped, even if it is the lowest score.

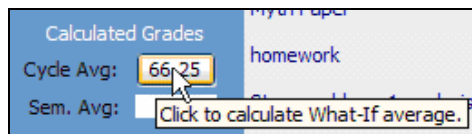
The "L" indicates that the assignment was late.

The "R2" tells you that the score represents the second retake opportunity.

Hover the mouse over any of these symbols to see the details related to the symbol.



The "Grades by Student" page also allows you to calculate a "What-If" average. This tool is useful for private parent-teacher or student-teacher conferences. It allows teachers to calculate what a student's average *could* be if he or she made up some of those pesky low grades or missing assignments. To show how a changed grade would influence a student's average, just change the grade as desired. Then, BEFORE CLICKING "UPDATE," click the "Cycle Avg" button on the left side of the page.



The "Cycle Avg" shown here will then recalculate based on the tentative grade that you entered. To discard this grade, click "Cancel." To apply this change, click "Update."

Producing Progress Reports:

13. To produce a progress report for any student in one of your classes, click the "Progress Reports" icon on the gradebook taskbar. The "Progress Reports" page allows you to enter comments, citizenship codes, and specify options for progress reports that you can produce within your gradebook.

Students				Campus / District Comment Codes	
Student	Avg.	Comments	Citz	Code	Description
<input type="checkbox"/> Aper, William	87	A C	S	A	Student works hard
<input type="checkbox"/> Babb, Franklin	84	D	N	B	Student needs to work harder
<input type="checkbox"/> Boyle, Neil	90	C	E	C	Student is a joy in class!
<input type="checkbox"/> Braunig, Emilia	68	B D	N	D	Student has behavior issues
<input type="checkbox"/> Bryson, Willie	84	C	E		
<input type="checkbox"/> Caddell, Raymond	85	C M	E		
<input type="checkbox"/> Draudt, Marian	78	W	S		
<input type="checkbox"/> Harden, Dorothy	87				
<input type="checkbox"/> Harrington, Arthur	82				
<input type="checkbox"/> Hart, Edwin	89				

Code	Description
W	Drop-off in quality of work
M	Much improved!

From the "Progress Reports" page, you can enter district- or campus-defined comment codes. These are shown in the box labeled "Campus/District Comment Codes" at the top right and cannot be modified. You can also create your own comment codes for personal use in the "My Comment Codes" box at the bottom. These codes will not be reflected when printing progress reports.

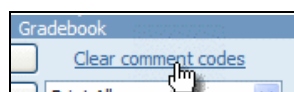
At the bottom of the page, you will also see a "Conduct Codes" box. These conduct codes are also district- or campus-defined, and cannot be modified.

Conduct Codes	
Code	Description
E	Excellent
S	Satisfactory
N	Needs Improvement
U	Requesting Teacher Conference

You may enter comment codes for each student by selecting the appropriate letter for the desired comment code and entering it into an available "Comments" box. You can enter up to five for each student. You may also enter the appropriate conduct (citizenship) code into the "Citz" box.

Student	Avg.	Comments	Citz
<input type="checkbox"/> Aper, William	87	A C M	S

Click the "Update" button to save all comment/conduct code entries. Note that it does not have to be time to print progress reports for this data to be entered and saved. To clear all your entries, click the "Clear comment codes" link at the top of the page.



You can now print progress reports for any of the students in the current class. To change classes, use the "Class" drop-down list at the top of the page.

Class:	HR WKHABIT GR 3 (7003/1) Pd 1
Select:	HR WKHABIT GR 3 (7003/1) Pd 1 READ GR 3 (1003/1) Pd 2 WRIT/ORAL GR 3 (2003/1) Pd 3 SOC SKILL GR 3 (3003/1) Pd 4 MATH GR 3 (4003/1) Pd 5 SOC ST GR 3 (6003/1) Pd 6 SCI/HEALTH GR 3 (5003/1) Pd 7

Select the students for whom you will print progress reports by checking the boxes next to their names.

Student	Avg.	Comments	Citz
<input checked="" type="checkbox"/> Aper, William	87	A C M	S
<input checked="" type="checkbox"/> Babb, Franklin	84	D	N
<input checked="" type="checkbox"/> Boyle, Neil	90	C	E
<input type="checkbox"/> Braunig, Emilia	68	B D	N
<input checked="" type="checkbox"/> Bryson, Willie	84	C	E
<input checked="" type="checkbox"/> Caddell, Raymond	85	C M	E
<input type="checkbox"/> Draudt, Marian	78	W	S

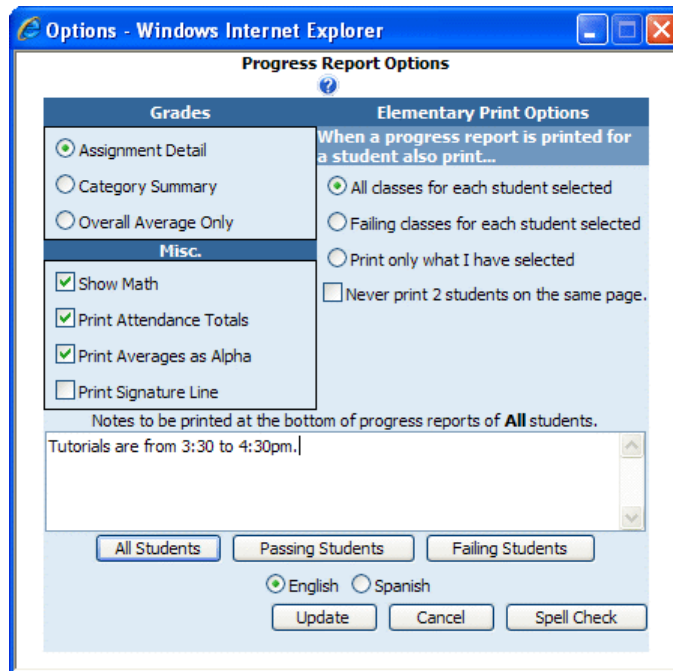
You can also select students using the "Select Students" drop-down list. This tool allows you to select students based on their current grade status.

Select Students:	All Failing Passing None
------------------	--

Then, select your print mode. You can use the drop-down list to determine whether you will print all progress reports, email progress reports to students' guardians' email addresses on record, or email all with an email address on file, and print the rest.

Print	Print All Print All Email Print students w/o email
-------	--

In addition to these features, you have access to a number of advanced options concerning the information that will be displayed on the progress reports that you print. Click "Options" and the following new window will appear.



Use the radio buttons under the “Grades” heading to indicate whether you’d like the progress report to contain individual assignment grades (“Assignment Detail”), category averages (“Category Summary”), or the “Overall Average Only.”

Under the “Misc.” heading, the “Show Math” check box causes the progress report to be printed with the actual grade calculations shown at the bottom. Check the “Print Attendance Totals” box to have each student’s attendance incident totals listed at the bottom. The “Print Averages as Alpha” option converts any numeric averages to alpha values, based on the district-defined grade conversion tables. Use the “Print Signature Line” option to decide if the progress reports should print with a signature line, so that parents may sign and return the progress report.

Elementary teachers have another set of options – since elementary teachers teach the same students for all (or most) classes, they can include multiple classes for each student’s progress report. Select the appropriate radio button to either print – 1) all classes that you have for a student, 2) only those classes that you teach that a student is failing, or 3) only the current class selected on the main “Progress Reports page.”

You can also use the “Never print 2 students on the same page” check box to specify that the progress reports should automatically page break so that each student is on his or her own page.

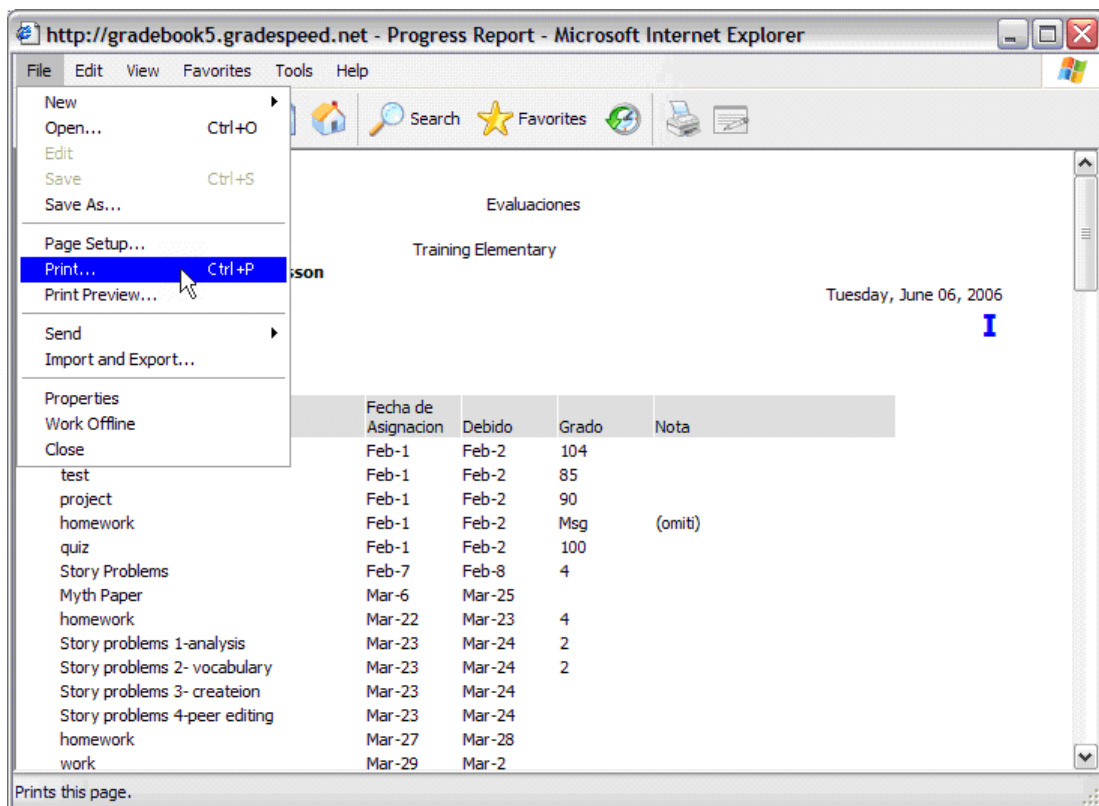
A note may also be entered in the text box at the bottom of the options window. The note can be set to print for “All Students,” “Passing Students,” or “Failing Students” by clicking the appropriate button directly underneath the notes textbox.

Finally, you may click the “Spanish” radio button to designate a Spanish-language note for all students who have “Print Progress Reports In Spanish” selected in their profile.

Click the “Spell Check” button to have GradeSpeed find any spelling mistakes within the notes textbox.

Click “Update” to save all changes and close the options window. Click “cancel” to discard any changes.

Once the options are set up to your liking and all comment/conduct codes are entered, click the “Generate” button to produce progress reports based on your desired options. Any progress reports designated to be emailed will be sent out. If any reports will be printed, they will appear in a new window. You can use the browser’s print command to print all progress reports in the window.



Once you are finished printing, you may close this browser window. You can then return to the main gradebook screen by clicking the “Grades” icon at the top of the page.

Other Reports:

14. You can access additional reports by clicking the “Reports” icon on the main taskbar. In addition to basic grade list reports, you can also print attendance and roster reports, reports that detail the comment codes assigned to each student to date, reports that contain each assignment marked “missing,” reports that summarize each student’s category averages, and more.

Teacher Reports	Report Options
Grade List	Sorting
Category Averages	Name Order ▼
Conduct / Comments	Print Student Name/ID
Assignments	<input checked="" type="radio"/> Name Only
Missing Assignments	<input type="radio"/> ID Only
Class Roster	<input type="radio"/> Name and ID
Grade List (Paper Saver)	Print All Classes
Attendance Roster	<input type="radio"/> Yes
	<input checked="" type="radio"/> No
	Grade List Options
	<input type="radio"/> Print assignment name in column headers.
	<input checked="" type="radio"/> Print assignment names at the end of the report.
	<input type="checkbox"/> Print GradeLevel
	<input type="checkbox"/> Order by Grade Level
Administrative Reports	
Failure Report	
Honor Roll Report	
GradeSpeed Monitor	

Each report has several parameters that can be modified using the various “Report Options” directly to the right of the report list. Additionally, note that there is a “paper saver” version of the “Grade List” report, which condenses the data so that it prints on less paper than the standard report.

Viewing Cumulative Grades:

15. To view all students' averages together, click the "Cumulative Grades" icon on the main taskbar. Students' cycle averages, semester averages, exam grades, and overall averages can be viewed together at a glance. When you look at this page, keep in mind that with some schools' systems, the grades shown here are not the averages calculated in your gradebook, but are the updated averages sent from the student information system (SIS). Just because a student's cycle average doesn't match your records, this does not necessarily mean there is a problem.

<div>?</div> Help	Class: HR WKHABIT GR 3 (7003/1) Pd 1											IPR Grades		<input type="checkbox"/> Hide Names
	Student	C1	C2	C3	C4	C5	C6	E1	E2	S1	S2	OA Avg		
	Aper, William	87	94	100	90			85		94	90	92.00		
	Babb, Franklin	84	72	74	94			89		77	94	86.00		
	Boyle, Neil	90	86	91	91			72		89	91	90.00		
	Braunig, Emilia	68	89	86	89			64		81	89	85.00		
	Bryson, Willie	84	94	95	86			95		91	86	89.00		
	Caddell, Raymond	85	91	92	70			95		89	70	80.00		
	Draudt, Marian	78	90	92	64			90		87	64	76.00		
	Harden, Dorothy	87	90	68	85			97		82	85	84.00		
	Harrington, Arthu	82	95	70	85			87		82	85	84.00		
	Hart, Edwin	89	100	80	95			94		90	95	93.00		
	Hughes, Noble	83	88	90	75			76		87	75	81.00		
	Kullman, Ron	89	74	90	70			84		84	70	77.00		
	Larson, Dorothy	88	62	95	70			92		82	70	76.00		
Liess, Frederick	87	51	92	86			98		77	86	82.00			
Massaro, Albert	90	100	91	92			99		94	92	93.00			
McLain, Bobby	82	94	86	71			100		87	71	79.00			
Monski, William	81	96	81	84			100		86	84	85.00			
Raub, William	85	93	84	99			79		87	99	93.00			
Sanson, William	87	91	87	100			80		88	100	94.00			

Again, options may vary depending on your school's SIS. In some situations, the previous cycle averages are open for editing directly from the "Cumulative Grades" page. This is not available with all SIS's. Note that you can also use this page for conferences by checking the box labeled "Hide Names." This allows you to show a student how the rest of the class is doing without compromising anyone's privacy.

Taking Attendance:

16. GradeSpeed.NET's attendance module allows you to record basic attendance events for each student in your class. The attendance clerks or administrators at your school can then modify your entries to be more specific. For example, you might enter a student as "Absent," but the attendance clerk can change that to "Medical Absence." To take attendance, click the "Attendance" icon on the main taskbar.

Period: 1 TimeCode: A Mark All Present Submit

Student	Code	Present	A	T
Aper, William		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Babb, Franklin		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Boyle, Neil		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Braunig, Emilia		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bryson, Willie		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Caddell, Raymond		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Draudt, Marian		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Harden, Dorothy		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Harrington, Arthur		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hart, Edwin		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please note: After you submit, changes can only be made by the attendance clerk!

Attendance Codes	
Code	Description
A	Absent
T	Tardy
AE	Excused Absence
AU	Unexcused Absence
M	Medical
R	Religious

Reports

[Attendance this cycle](#)
[Attendance Totals](#)
[Class Roster](#)

By default, all students are marked "Present." All students can be marked "Present" manually by either clicking the appropriate radio button next to each student's name, or by clicking the "Mark All Present" link. If there students who are absent or tardy, use the radio buttons next to each student's name to indicate the appropriate attendance status.

Period: 1 TimeCode: A Mark All Present

Student	Code	Present	A	T
Aper, William		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Babb, Franklin		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Boyle, Neil		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Braunig, Emilia		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bryson, Willie		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Caddell, Raymond		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Draudt, Marian		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Once all your entries are correct, click "Submit." Depending on your school's policy, you may or may not be able to modify your entries once they have been submitted. You will also be asked to confirm that your entries are correct before they are submitted.

Windows Internet Explorer

By clicking 'OK' you are confirming that you have reviewed the attendance entries, that they are correct to the best of your knowledge, and that you are ready to submit.

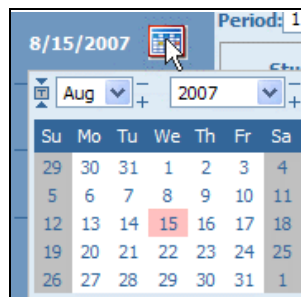
OK Cancel

You can also go back to look and see what modifications the attendance clerk has made to your original attendance submissions.

Student	Code	Present	A	T	Clerk Note
Aper, William	A/M	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Sick; have doctor's note
Babb, Franklin	Present/Present	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Boyle, Neil	Present/Present	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Braunig, Emilia	A/AE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Student out on band trip
Bryson, Willie	Present/Present	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Caddell, Raymond	Present/Present	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Draudt, Marian	A/AE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Student out on band trip
Harden, Dorothy	Present/AU	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Skipped Class

Note that the radio buttons are grayed out because you have already submitted. Your original code will appear under the "Code" column – the attendance clerk's code is shown next, and a "/" separates them. All notes that the attendance clerk enters are displayed in the "Clerk Note" column.

Attendance records for prior days can be viewed by clicking the calendar icon on the left side of the page and selecting the appropriate date.



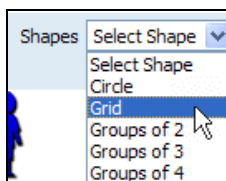
Seating Chart:

17. Another useful classroom tool is the Seating Chart. You can use this to visually organize your classroom, and even take attendance from this dynamic diagram. Click the “Seating Chart” icon on the main taskbar.

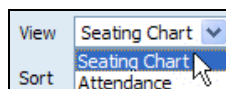
The screenshot shows the Seating Chart interface. At the top, there are controls for View (Seating Chart), Period (1), Time Code (A), and buttons for Update and Align Students. Below these are Sort (Select Sort), Shapes (Select Shape), Grid Style (Left to Right, Top to Bottom), Columns (6), Rows (10), and an Advanced Mode checkbox. The main area displays a grid of student icons. Each icon is labeled with a name and ID number. The icons are arranged in a grid that is 6 columns wide and 10 rows high, though the last row is partially empty. The icons are colored red and blue, representing different genders.

Row	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
1	W. Raub 200088	F. Liess 200270	C. Santiago 200311	T. Yesulitis 200314	M. Draudt 200366	A. Harrington 200405
2	N. Zimmerman 200580	R. Caddell 200585	W. Sanson 200665	W. Bryson 200708	B. Mdain 200714	D. Harden 200767
3	F. Babb 200806	N. Hughes 200857	E. Hart 201000	W. Aper 201163	R. Kullman 201231	W. Monski 201249
4	D. Larson 201302	N. Boyle 201328	E. Braunig 201329	A. Massaro 301585		

Your school may have loaded student class pictures onto this page – if this is the case, you will see your students’ pictures rather than the generic boy/girl icons shown here. You can organize the page by dragging the students around freely (like Windows desktop icons), or by using one of the predefined layouts in the “Shapes” drop-down list.



Click “Update” to save the layout that you have designed. You can also use the “View” drop-down list to change from basic seating chart mode to “Attendance” mode. This allows you to take attendance for each student from the seating chart. This tool is also very useful for substitute teachers, especially if the class pictures are loaded.



Verifying Your Gradebook:

18. Teachers must verify their grades at the end of each grading period. Verification serves two purposes: the first and most important is that it confirms to campus/district administrators that the teacher is finished entering grades, and that the grades are correct; and the second is to lock the gradebook so that the teacher cannot accidentally make changes while the administrators are generating report cards or posting grades to the SIS. Thus, after the teacher verifies, grades are "Read-Only."

To verify your gradebook, click the "Verify" icon on the main taskbar.

The screenshot shows the 'Verify Grades' window in GradeSpeed.NET. At the top, there is a 'Class' dropdown menu set to 'HR WKHABIT GR 3 (7003/1) Pd 1', an 'Update' button, a 'Cancel' button, a 'Spell Check' button, a 'Verify' button, and an 'All Classes' checkbox. Below this is a 'Mode' dropdown menu set to 'Report Cards'. The main area is divided into two sections: 'Verify Grades' and 'Campus / District Comment Codes'. The 'Verify Grades' section contains a table with columns: Student, Computed Cycle Avg., Override Cycle Avg., Comments, and Citz. The 'Campus / District Comment Codes' section contains a table with columns: Code and Description. Below these tables are radio buttons for 'English' and 'Spanish', and a section for 'Conduct Codes' with a table containing columns: Code and Description.

Student	Computed Cycle Avg.	Override Cycle Avg.	Comments	Citz
Aper, William	90			
Babb, Franklin	94			
Boyle, Neil	91			
Braunig, Emilia	89			
Bryson, Willie	86			
Caddell, Raymond	70			
Draudt, Marian	64			
Harden, Dorothy	85			

Code	Description
A	Student works hard
B	Student needs to work harder
C	Student is a joy in class!
D	Student has behavior issues

English Spanish

Code	Description
E	Excellent
S	Satisfactory
N	Needs Improvement
U	Requesting teacher conference

The "Verify" page gives you one final opportunity to see each student's average and override it, if necessary. You can also see which comment codes will be exported to appear on progress reports or report cards. Keep in mind the purpose of this page: to allow you to make sure that the information here is accurate and ready to be exported for use on report cards.

Once the data is accurate and ready to be exported, click the "Verify" button at the top of the page. You can also verify all of your classes at once by checking the "All Classes" checkbox and then clicking "Verify." To verify classes one by one, choose the appropriate classes from the "Class" drop-down list. Once classes are verified, the administrators can export all grade information to the SIS.

Student Profile:

19. You have the ability to edit some student profile data for students in your class. To do so, click any student's name on the main gradebook page. The student's "Student Profile" will appear.

The screenshot shows the "Student Profile" window with the following fields and options:

- Buttons at the top:** Update, Cancel, Schedule, Attendance.
- Student Information:**
 - Last: Aper
 - First: William
 - ID: 201163
 - Gender: ☒ Male ☐ Female
 - Parent Last: Taylor
 - Parent First: Francis
 - Grade: 03
 - Sort Key: (empty)
- Address:**
 - Address: 14833 BELL ESTATES RD
 - City: San Antonio
 - State: TX
 - Zip: 12345
 - Phone: 1232897505
 - Email: (empty)
 - Birthdate: Thursday, March 13, 1997
- Characteristics:**
 - ☒ R. At-Risk
 - ☐ S. Special Education
 - ☐ G. Gifted/Talented
 - ☐ D. Dyslexic
 - ☒ O. Difficulty getting along with others
- Printing Options:**
 - ☐ Print Progress Report in Spanish
 - ☐ Print Report Cards in Spanish

On this page, you can view and modify certain pieces of student information. However, much of this information comes straight from the SIS, and thus cannot be modified. You can select student "Characteristics" using your mouse (click and hold down the "Ctrl" key to select multiple characteristics). These characteristics are defined by the administration and are visible from teacher to teacher. You may also enter a sort key to cause specific student names to appear at the top or bottom of the list on the main gradebook page. Student daily schedule and attendance data can be viewed using the buttons at the top of the page. And lastly, progress reports and report cards can be specified to print in Spanish using the checkboxes in the middle of the screen. To save any changes, click "Update." To discard all changes, click "Cancel."

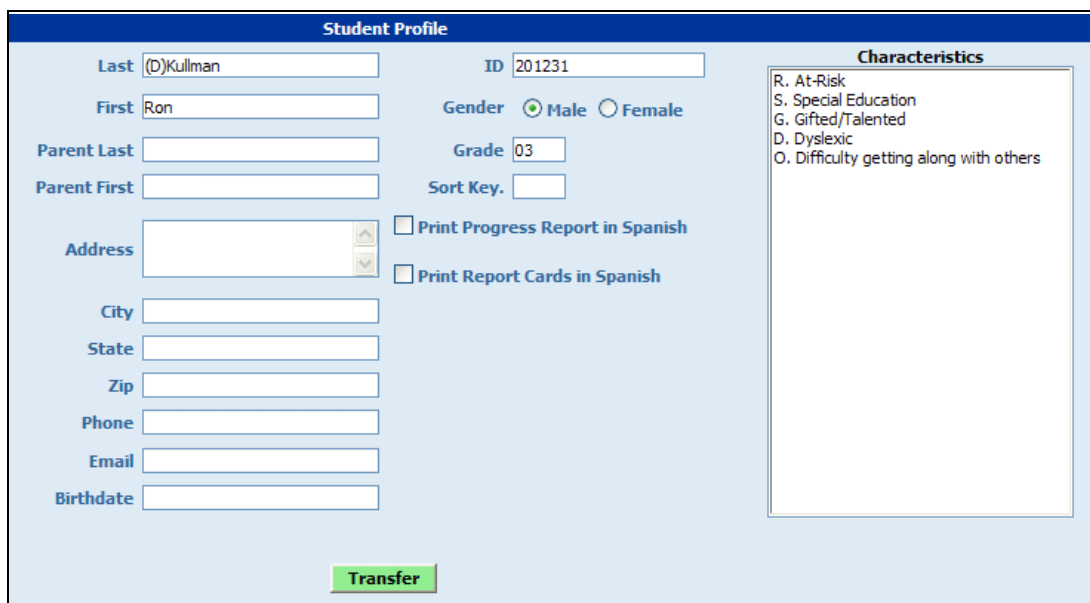
Transfer Students:

Teachers can transfer students' grades from one section to another in their gradebook. Grades can only be transferred to a new section for a student if the scheduling change has already been made in the student management software.

When a student is dropped from a section, a **D** will be displayed next to that student's name in the gradebook.

Sanson, William G	91.00	91
Yesulitis, Thomas D	79.00	79
Zimmerman, Norman J	80.00	80
(D)Kullman, Ron N	74.00	74
(D)Santiago, Carlos J	81.00	81

To transfer a student who has been dropped from one class into another class, click on the student's name to access the Student Profile.



The Student Profile form contains the following fields and sections:

- Last:** (D)Kullman
- First:** Ron
- Parent Last:** [Empty]
- Parent First:** [Empty]
- Address:** [Empty]
- City:** [Empty]
- State:** [Empty]
- Zip:** [Empty]
- Phone:** [Empty]
- Email:** [Empty]
- Birthdate:** [Empty]
- ID:** 201231
- Gender:** ☒ Male ☐ Female
- Grade:** 03
- Sort Key:** [Empty]
- Characteristics:**
 - ☐ R. At-Risk
 - ☐ S. Special Education
 - ☐ G. Gifted/Talented
 - ☐ D. Dyslexic
 - ☐ O. Difficulty getting along with others
- Print Progress Report in Spanish:** ☐
- Print Report Cards in Spanish:** ☐
- Transfer:** [Green button]

To transfer the student's grades to the new section, click the green **Transfer** button at the bottom of the profile page. **Note:** this button will only appear if the student has already been dropped from the old section. The following screen will appear:



The Transfer Student Grades form contains the following fields:

- Return:** [Button]
- Select the Class and Student to Transfer From:**
 - MathKG (2001/1) Period 2
 - (D)Banazir, Aragorn
- Select the Class to transfer this students grades into:** Select Course

Using the first drop-down list, select the class that the student has been dropped from.

MathKG (2001/1) Period 2

MathKG (2001/1) Period 2

SSKG (1001/1) Period 2

ScienceKG (5001/1) Period 1

MathKG (2001/2) Period 2

Indicate the appropriate student in the next drop-down list.

(D)Banazir, Aragorn

Select Student

(D)Brown, Janick

(D)Banazir, Aragorn

Next, indicate the class that the student is to be transferred to.

MathKG (2001/2) Period 2

Select Course

MathKG (2001/2) Period 2

The information will be displayed as shown below:

[Return](#)

Transfer Student Grades

Select the Class and Student to Transfer From:

MathKG (2001/1) Period 2

(D)Banazir, Aragorn

Select the Class to transfer this student's grades into:

MathKG (2001/2) Period 2

From: MathKG (2001/1) Period 2			To: MathKG (2001/2) Period 2		
Assignment	Category	Grade	Assignment	Category	Grade
Assignment 1	Homework	95	Assignment 1	Homework	95
Assignment 2	Homework	84	Assignment 2	Homework	84

[Transfer](#)

Click **Transfer** to save the changes and return to the gradebook. The student's grades will be transferred to the new section.

Walk-In Average

If a student moves from one section, taught by "teacher A," and is added to another section, taught by "teacher B," the student's average will transfer automatically to the new teacher's gradebook. This is called the **"Walk-In"** average and can be viewed on the **Grades by Students page**. To auto-fill the walk-in grade into every assignment that was given before the student's transfer date, the "Use as 'walk-in' average" link in the top-right corner.

Previous teacher: LILLIBRIDGE, G. (430)

Date added: Jan-1

Average from previous teacher: 84

[Use as 'walk-in' average](#)

Category	Assigned	Due	Points Possible	Score	Original Grade	1st Retake	2nd Retake	Points Added	Override Grade	Late	Do not drop
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NOTE: All student transfers must have identical initial and destination course ID's.

Additional Training Materials:

Campusware also offers specific training documents that detail the use of the “Lesson Plans” module of GradeSpeed.NET. These are available on request from your campus or district administrators.

If you need more detail on using the gradebook, request the “Advanced Teacher Training Guide” from your campus GradeSpeed contact.



Campusware
presents this
Certificate of Completion
To

for
GradeSpeed.NET Teacher Training
by

Basic Teacher Training Session

Class Evaluation Form

Training Date: _____

Trainer: _____

Campus/District: _____

Did the session content meet your needs? Yes ☐ No ☐ Somewhat ☐

If "No," what should be improved upon? _____

Do you feel more confident using **GradeSpeed.NET 4.0** now? Yes ☐ No ☐ Somewhat ☐

If "No," what can be done to increase your confidence? _____

Did the trainer cover the requested subject matter? Yes ☐ No ☐ Somewhat ☐

If "No," what was left uncovered? _____

Would you recommend this Training Session to others? Yes ☐ No ☐

If "No," why not? _____

Overall Rating (Circle One):

Poor **Fair** **Average** **Above Average** **Excellent**

Other Suggestions/General Comments:
